

Non-employee instructions (other than Collocators):

1. Complete [Form 20-211](#), Application for Non-Employee ID Card, which is available on Forms On Line. (Requires Adobe Acrobat Reader). All lines must be completed. This form may be typed or neatly printed. The form must be approved at line (7) by a second level or above Verizon manager. Must be original signature. Signature stamps are not allowed.
2. The non-employee must go to a Verizon location that has image capture capability or else supply a color passport size photograph to accompany the Form 20-211. The wearing of hats or sunglasses is prohibited. The picture must be at least a full head and shoulder shot.
3. Once the above two steps have been completed, the Form 20-211 along with the photo or a notation indicating that the applicant has been imaged at a particular location is mailed or faxed to the ID Unit. A Transmittal Form ([Form 20-348](#) available through Forms-On-Line) or similar type of paper is required to indicate where the ID card is to be sent once processed. The non-employee ID card must be forwarded to a Verizon employee at a Company address. (Requires [Adobe Acrobat Reader](#))
4. Non-employee ID cards will be issued for up to one year before expiring. If a non-employee needs an updated card, i.e. the old one has or is about to expire, then steps 1-3 are repeated with the exception that subsequent photos/images are not necessary.
5. If a non-employee loses his/her ID card during the course of his/her contract, then a replacement will be issued based on an e-mail or fax to the ID Unit. The replacement card will be sent to the Verizon manager responsible for the contractor.
6. If the non-employee leaves the contract for whatever reason, the ID card must be returned to the ID Unit in Arlington, VA.
7. Address for the ID Unit-Arlington is:
Arlington ID Unit
1320 N. Court House Road
5th Floor
Arlington, VA 22201
Use regular Company mail whenever possible
8. Lotus Notes Mail Address: ID UNIT@VZNOTES (appears as Unit, ID).
9. Internet Address: id.unit@verizon.com.
10. Fax number for the ID Unit is 703-974-0256.
11. Phone Number for the ID Unit is 703-974-8777.